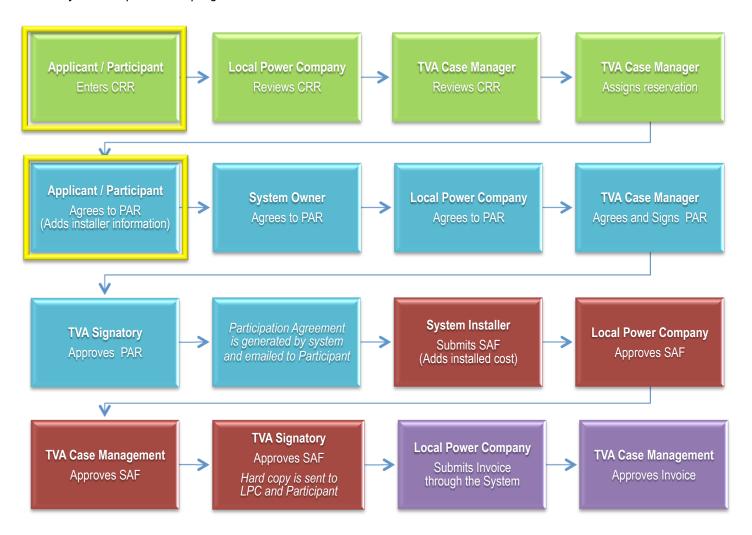


Applicant / Participant Job Aid

Applicant / Particiant

The Applicant completes the initial Capacity Reservatin Request (CRR) and identifies the System Installer upon approval of the Participation Agreement Request (PAR). After the **Participation Agreement** is approved by TVA, the Applicant is officially a Participant in the program.

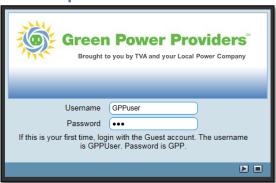


Applicant / Participant (end-use customer)

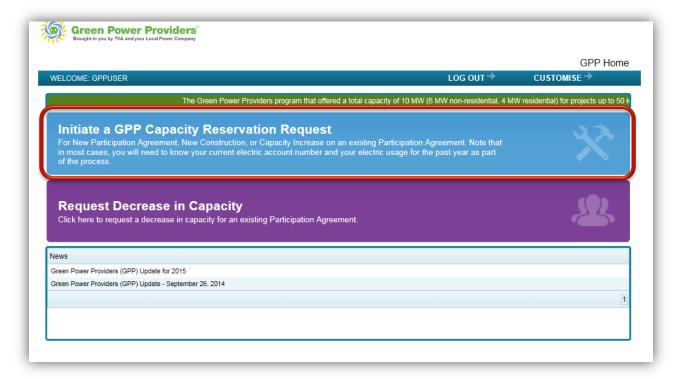
The title of this role (Applicant to Participant) changes as the PAR is accepted and submitted.

New User Submits Capacity Reservation Request

 Log in as a new user with the Username of "GPPuser" and Password of "GPP"



New User Home Page



- 2. To start the application process, click the blue button: (Initiate a GPP Capacity Reservation Request)
 This action applies to:
 - New Applications
 - New Construction
 - Capacity Increase Requests

3. Complete the Capacity Reservation Request

Please note a copy of your electricity bill is needed to assist in accurately completing this application. All fields are required.		
Local Power Company Name *	▼	
Project Type * New Participation Agreement ▼		
Applicant Information		
Participant Type *		
Applicant Mailing Address Line One *		
Applicant Mailing Address Line Two		
Applicant State *		
Applicant City *		
Applicant ZIP Code *		
Applicant Email *		
Applicant Telephone *		
Electric Service (Billing Meter) Account Number (as identified on electricity hill) *		
Qualifying System Information		
(Address where renewable energy system will be located) System Address same as Parti	cipant	
System Address Line One *		
System Address Line Two		
System State * ▼		
System City * ▼		
System ZIP Code *		
Energy Type * ▼		
Annual Electrical Usage on the Billing Meter at the Site (kWh) *		
Maximum Nameplate Capacity for Selected Energy Type (kW)		
(This field is populated based on energy type and annual electric usage entered		
in previous field)		
Total Nameplate Capacity of Renewable Energy System (kW) *		
Qualifying System Ownership		
System Ownership * Same as Participant		
By submitting the Request, customer acknowledges that it has read and understands the Green Power Providers Guidelines and Participation Agreement and agrees to comply with all terms and conditions set forth therein. Customer recognizes that this request does not guarantee project/capacity approval. Project/capacity will not be approved until a Participation Agreement has been reviewed, and if eligible, signed by the local power company and TVA. The capacity reservation request only serves to request capacity for potential selection in the event Green Power Providers is oversubscribed and a random selection process is employed. If the program is undersubscribed, TVA will extend the capacity request period and continue to accept requests until capacity is fully subscribed. Details on the application process can be found on the program's website Green Power Providers		
Submit This Request		

All red asterisks indicate a required field.

Some required information is on electric bill.

Project Type and **Participant Type** cannot be changed once this form is initiated.

Complete Applicant Information exactly as it is recorded with Local Power Company.

If the box is checked under
"System Address same as Participant",
the fields in this section will auto-fill
from the Applicant Information.

Once the **Energy Type** is selected and **Annual Electrical Usage** is defined, the **Maximum Nameplate Capacity** is automatically calculated.

The Current Nameplate Capacity entered cannot exceed the Maximum Nameplate Capacity.

Once **System Ownership** is defined as "Not the same as Participant" additional fields appear to complete for the System owner.

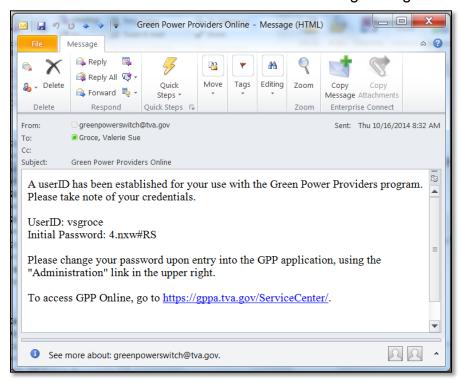
Click **Submit this Request** button to complete application, then the **Close** button on the next screen.

Applicant will receive an email confirmation with system-generated CRR number.

Emails are sent to the Applicant as their case progresses through the Lifecycle for approval from the Local Power Company and TVA. Once capacity is reserved by TVA, the Applicant receives an email with unique login credentials to view their case status and approve the Participation Acceptance Request (PAR) in the system. The PAR must be approved within 15 days of notification.

Applicant Approves PAR

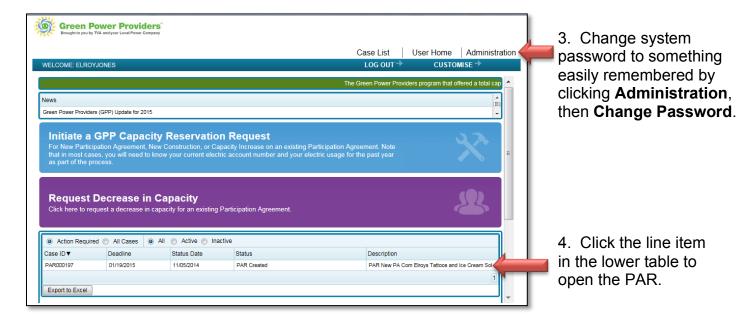
1. Retrieve email from Green Power Switch for assigned login credentials:



2. Log into GPP Online with assigned credentials.

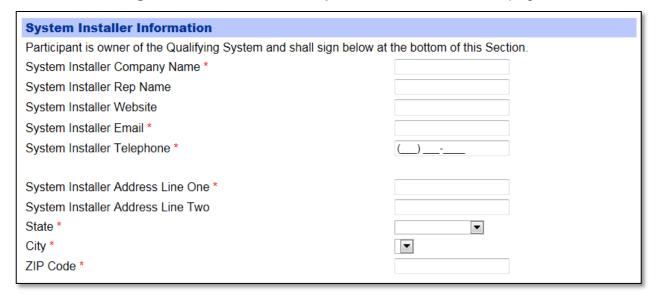


Applicant is brought to the Home screen:



The PAR opens with original Application information.

5. Scroll to the bottom of the form to complete the **System Installer** Information, then click **Agree and Submit this Request** at the bottom of the page.



NOTE:

Clicking **Agree and Submit This Request** button is certifying that the information provided is true and correct, and the Applicant agrees with the GPP Program guidelines and the terms and conditions of the **Participation Agreement**. **This is valid as a physical signature to TVA**.

The System Owner (if different) and Local Power Company approve the PAR. Once TVA finalizes approval, the **Participation Agreement** is emailed as an attachment.

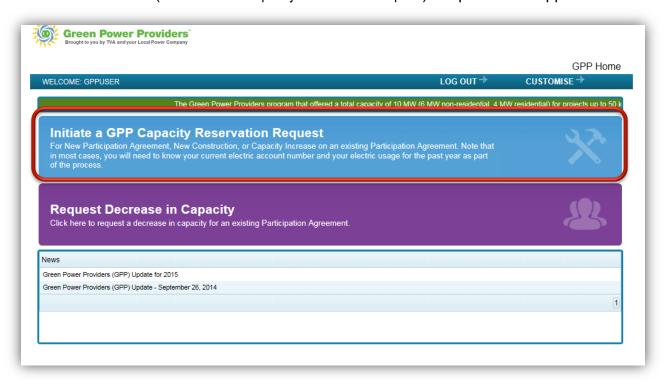
Credentialed User Submits Application for New Participation Request

These steps are for when a participant already has a unique login and password to access the system.

1. Log into Credentialed Account with unique user ID and Password.



2. Click the blue button: (Initiate a GPP Capacity Reservation Request) to open a new application.



3. Complete the Capacity Reservation Request form:

Capacity Reservation Request			
Please note a copy of your electricity bill is needed to assist in accurately completing this application. All fields are required.			
Local Power Company Name *	▼		
Project Type *	New Participation Agreement ▼		
Applicant Information			
Applicant Information Participant Type *	•		
Ранинрант туре			
Applicant Mailing Address Line One *			
Applicant Mailing Address Line Two			
Applicant State *	▼		
Applicant City *	•		
Applicant ZIP Code *			
Applicant Email *			
Applicant Telephone *	()		
Electric Service (Billing Meter) Account Number (as identified on electricity bill) *			
Qualifying System Information			
Address where renewable energy system will be located)	System Address same as Participant		
System Address Line One *	22 Tuesday Drive		
System Address Line Two			
System State *	Georgia ▼		
System City *	Summerville		
System ZIP Code *	30747		
Energy Type *	Solar ▼		
Annual Electrical Usage on the Billing Meter at the Site (kWh) *	500000		
Maximum Nameplate Capacity for Selected Energy Type (kW)	50.0		
This field is populated based on energy type and annual electric usage entered n previous field)			
Total Nameplate Capacity of Renewable Energy System (kW) * *	30.000		
Qualifying System Ownership	Same as Participant		
System Ownership *	Same as Participant		
By submitting the Request, customer acknowledges that it has read and understands the Green Power Providers Guidelines and Participation Agreement and agrees to comply with all terms and conditions set forth therein. Customer recognizes that this request does not guarantee project/capacity approval. Project/capacity will not be approved until a Participation Agreement has been reviewed, and if eligible, signed by the local power company and TVA. The capacity reservation request only serves to request capacity for potential selection in the event Green Power Providers is oversubscribed and a random selection process is employed. If the program is undersubscribed, TVA will extend the capacity request period and continue to accept requests until capacity is fully subscribed. Details on the application process can be found on the program's website Green Power Providers			
Submit This Request			

All red asterisks indicate a required field.

Some required information is on electric bill.

Project Type and **Participant Type** cannot be changed once initiated.

Complete Applicant Information exactly as it is recorded with Local Power Company.

If the box is checked under
"System Address same as Participant",
the fields in this section will auto-fill
from the Applicant Information.

Once the **Energy Type** is selected and **Annual Electrical Usage** is defined, the **Maximum Nameplate Capacity** is automatically calculated.

The Current Nameplate Capacity entered cannot exceed the Maximum Nameplate Capacity.

Once **System Ownership** is defined as "Not the same as Participant" additional fields appear to complete for the System owner.

Click **Submit this Request** button to complete application, then the **Close** button on the next screen.

Applicant will receive an email confirmation with system-generated CRR number.

CRR will route to Local Power Company and TVA for approval, then a Participation Agreement Request (PAR) is generated automatically. Watch email for notification to log in and approve the PAR when this arrives. Click here for PAR instructions

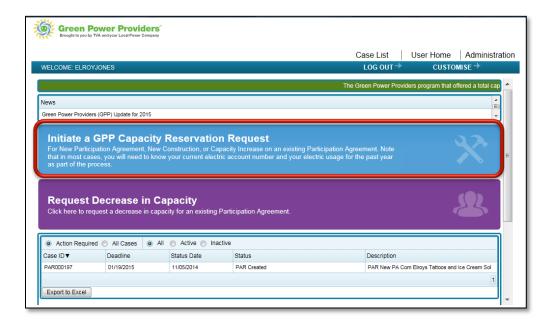
Credentialed User Submits Capacity Increase Request

This type of request is for Participants with an active Participation Agreement or has signed the Generation Partners Extension Agreement who wish to increase the size of their existing system.

1. Log into Credentialed Account with unique user ID and Password.



2. Click the blue button to Initiate a GPP Capacity Reservation Request.



The **Participation Agreement** number will be required in the Application for a Capacity Increase. Be sure to have that document to refer to when completing the application.

3. Complete Application

Capacity Reservation Request	
Please note a copy of your electricity bill is needed to assist in accurarequired.	ately completing this application. All fields are
Local Power Company Name *	*
Project Type *	Capacity Increase
Participant Information	
Participant Type *	▼
Participant Mailing Address Line One *	
Participant Mailing Address Line Two	
Participant State *	▼
Participant City *	
Participant ZIP Code *	
Participant Email *	
Participant Telephone *	()
Electric Service (Billing Meter) Account Number (as identified on electricity bill) *	
Qualifying System Information	
(Address where renewable energy system will be located)	■ System Address same as Participant
System Address Line One *	
System Address Line Two	
System State *	V
System City *	
System ZIP Code *	
Energy Type *	•
Annual Electrical Usage on the Billing Meter at the Site (kWh) *	
Maximum Nameplate Capacity for Selected Energy Type (kW)	
(This field is populated based on energy type and annual electric usage entered	
in previous field)	
Total Nameplate Capacity of Renewable Energy System (kW) *	
Qualifying System Ownership	
System Ownership *	Same as Participant
Participation Agreement Number * Requested Increment in Nameplate Capacity of Qualifying System	
(kW): * Total New Requested Nameplate Capacity of Qualifying System	
By submitting the Request, customer acknowledges that it has read Guidelines and Participation Agreement and agrees to comply with a Customer recognizes that this request does not guarantee project/ca approved until a Participation Agreement has been reviewed, and if and TVA. The capacity reservation request only serves to request ca Green Power Providers is oversubscribed and a random selection pundersubscribed. TVA will extend the capacity request period and co fully subscribed. Details on the application process can be found on	all terms and conditions set forth therein. apacity approval. Project/capacity will not be eligible, signed by the local power company apacity for potential selection in the event rocess is employed. If the program is ontinue to accept requests until capacity is
Providers Submit This Request	

All red asterisks indicate a required field.

Some required information is on electric bill.

Project Type should be identified as Capacity Increase.

Complete Applicant Information exactly as it is recorded with Local Power Company and present Participation Agreement.

If the box is checked under "System Address same as Participant, the fields in this section will auto-fill from the Applicant Information.

Once the Energy Type is selected and Annual Electrical Usage is defined, the Maximum Nameplate Capacity is automatically calculated.

The Total Nameplate Capacity and Total New Requested Nameplate Capacity entered cannot exceed the Maximum Nameplate Capacity.

Capacity Increases ask for the original Participation Agreement Number.

This agreement is emailed to the Participant and is also stored in the "All Cases" list on the Participant Home Page.

The number format is "XXXX-XXXX"

Click Submit this Request button to complete application, then the Close button on the next screen.

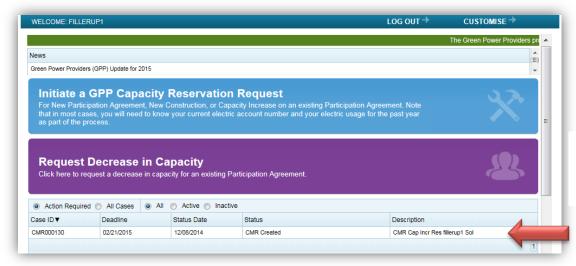
Applicant will receive an email confirmation with system-generated CRR number.

Credentialed User Approves Capacity Modification Request (CMR)

The Local Power Company approves the CRR and it goes to TVA for approval, then a Capacity Modification Request is generated and an email goes to the Participant requesting approval. This is the trigger to log into credentialed user account and approve the CMR.

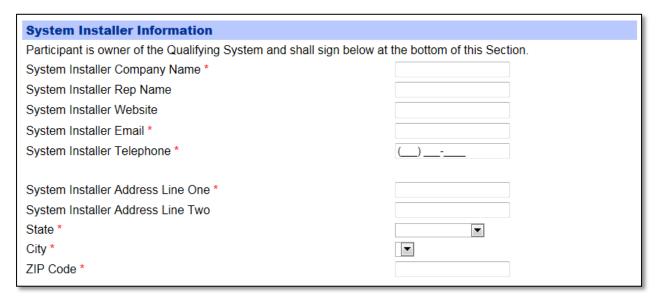
1. Log into credentialed user account.





2. Click the line item in the account **Home Screen** to open and view the CMR.

3. Scroll to the bottom of the form to complete the **System Installer** Information, then click **Agree and Submit this Request** at the bottom of the page.



NOTE:

Clicking **Agree and Submit This Request** button is certifying that the information provided is true and correct, and the Applicant agrees with the GPP Program guidelines and the terms and conditions of the Participation Agreement.

This is valid as a physical signature to TVA.

- o The CMR next goes for approval to:
 - System Owner (when applicable)
 - Local Power Company
 - o TVA
- Attachment D is emailed to Participant as record of the change to the original Participation Agreement.

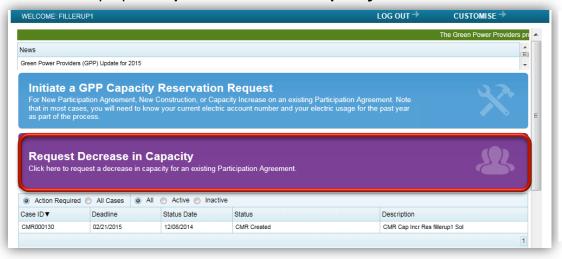
Credentialed User Submits Capacity Decrease Request

This type of request is for Participants with an active Participation Agreement or has signed the Generation Partners Extension Agreement who wish to decrease the size of their existing system.

1. Log into Credentialed user account.



Click the purple Request Decrease in Capacity button.



The Participation
Agreement number is required in the Application for a Capacity Decrease. Be sure to have that document to refer to when completing the application.

Participant is brought to a new window to complete the Capacity Decrease form.

Capacity Decrease Form

Capacity Modification Request		
Local Power Company Name *	¥	
Project Type	Capacity Decrease	
Participation Agreement Number *		
Participant Name *		
Participant Mailing Address Line One *		
Participant Mailing Address Line Two		
Participant State *	▼	
Participant City *	V	
Participant ZIP Code *		
Participant Email *		
Participant Telephone *	()	
Clastic Casina (Dillian Mater) Associat Number		
Electric Service (Billing Meter) Account Number *		
Qualifying System Information		
System Address Line One *	☐ Same as above	
System Address Line Two		
System State *	▼	
System City *		
System ZIP Code *		
-7		
Energy Type *	▼	
Annual Electrical Usage on the Billing Meter at the Site (kWh) *		
Maximum Nameplate Capacity for selected Energy Type (kW)		
Total Nameplate Capacity of Renewable Energy System (kW) *		
Total Name place Capacity of Nemewable Energy System (NY)		
Qualifying System Capacity Modification		
Requested Decrement in Nameplate Capacity of Qualifying System	n	
(kW): *		
Total New Requested Nameplate Capacity of Qualifying System		
(kW):		
Qualifying System Ownership		
System Ownership *	Same as Participant ▼	
Participant is the owner of the Qualifying System and shall approve	e below.	
Participant Signature		
By agreement below, Participant formally requests permission to modify (increase or decrease) the qualifying system nameplate capacity referenced above, including making necessary interconnection modifications and to		
amend the Participation Agreement as necessary to accommodate	the changed capacity. Said proposed increase	
or decrease, if accepted by the Power Distributor and TVA, shall be		
Program Participation Guidelines and existing contracts as amended to accommodate the changed capacity. Participant also understands that any proposed capacity increase must be completed and operating within one		
hundred eighty (180) calendar days of the TVA acceptance date, o	r else the proposed additional system capacity	
shall be ineligible to participate in the program. Further, effective up		
request, the above-referenced participation agreement is amended of the qualifying system above replaces the nameplate capacity pro		
Agreement and generation credit shall thereafter be based on new Participation Agreement, as amended.		

By clicking on the Agree and Submit button, Participant acknowledges that they have read and understand the

Agree and Submit This Request

All red asterisks indicate a required field.

Some required information is on electric bill.

Project Type is prefilled as Capacity Decrease.

Capacity Decreases ask for the original **Participation Agreement Number**.

This agreement is emailed to the Participant and is also stored in the "All Cases" list on the Participant Home Page. *The number format is "XXXX-XXXX"*

Complete Applicant Information exactly as it is recorded with the Local Power Company and current Participation Agreement.

If the box is checked under "Same as above", the fields in this section will auto-fill from the Applicant Information.

Once the **Energy Type** is selected and **Annual Electrical Usage** is defined, the **Maximum Nameplate Capacity** is automatically calculated.

The **Current Nameplate Capacity** entered cannot exceed the **Maximum Nameplate Capacity**.

Requested Decrement in Nameplate Capacity is asking how much of a decrease is requested.

Total New Requested Nameplate Capacity is calculated automatically also cannot exceed the Maximum Nameplate Capacity.

Click **Submit this Request** button to complete application, then the **Close** button on the next screen.

Applicant will receive an email confirmation with systemgenerated CMR number.

No further Participant action is required after submitting the application.

Review and check status of existing cases

After a credentialed user logs in, the home screen automatically displays required actions on a case.

Next to the **Action Required** button, click the **All Cases** button to see the latest status on all cases (CRR, PAR, CMR, SAF) in progress for that user account.

- List can be filtered further by clicking the Active or Inactive buttons.
- o Click any column heading to sort the list in Ascending or Descending order.
- Click any line item to view the details.

